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OFFICE OF PERSONNEL - MONTHLY REPORT

February 1965

I HIGHLIGHTS

Agency Strengthens its Out-Placement Program Recognizing the special needs of retiring employees, the Agency has acted to bolster its out-placement program and give new emphasis to this important service. As a first move, on 2 February responsibility for the function was shifted from the Personnel Operations Division to the Recruitment Division where a single, unified program can take full advantage of the nation-wide access and resources of our recruiting network. Already, PRD is engaged in an intensive effort to identify promising occupational areas for retirees and to catalog job opportunities. Additionally, it is scheduling "counseling interviews" with many of the [REDACTED] employees now at retirement age, or who will be within 5 years, in order to appraise their need for assistance and thus gauge prospective workloads.

February

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"MANS" Codes Assigned to All Staff Positions At BPAM's request, the Salary and Wage Division has assigned Manpower Analysis Numbering System (MANS) codes to all Agency staff positions so that full use can be made of automatic data processing equipment in analyzing how our human resources are being used. Under this system, a 3-part code has been assigned to each position according to its function. The first 2 digits of the code identify one of 9 broad functional areas (e.g., covert collection) and the next 2 digits delineate a subordinate category within the major functional area (e.g., counterintelligence). The third part of the code indicates whether the position is: professional, technical, or clerical.

25X1A Summer-Only Program Announced [REDACTED] announced on 24 February that a limited number of temporary workers will be hired this summer to meet high priority requirements for temporary clerical employees. Because of considerations of economy and security control, the program will be restricted to dependents of Agency staff employees as in past years.

II OTHER ACTIVITIES

1. RECRUITING

Recruiters to Attend Special NPIC Seminar Our 8 Eastern and Southeastern recruiters will be at NPIC 22-24 March for a 3-day seminar with NPIC Division and Branch Chiefs to work out clearer understandings regarding current recruiting requirements. The recruiters will have the last 2 days of the week for contacts with other components.

25X1C4a Cryptographers Again in Demand Active recruitment for cryptographers has been resumed after about 16 months of relative quiet on this front. It can also be noted that under arrangements requested by [REDACTED] and approved by DD/S, candidates found surplus to CIA's needs will be referred to State for consideration.

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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Economists Being Sought at Baccalaureate Level At the request of ORR, renewed efforts are being made to recruit undergraduate economists at some of the better colleges. Yale, Dartmouth, and Reed were visited recently for this purpose. To date, however, results have not been encouraging. Economists remain a very tough target.

JOT Class Set for March The first Spring class in the expanded JOT program is set to begin 22 March. At least 4 female and 6 military trainees will be in the group which may total as many as 34. A preliminary tally shows 11 members destined for DD/P, 3 for DD/S and 4 for DD/I, with assignments for the remaining trainees still to be determined.

Management Interns Last June it was reported that arrangements had been made with the Civil Service Commission to tap their Management Intern registers in our search for JOT's and other young professionals. So far the venture appears pretty much a bust. 400 files have been scanned and 32 likely candidates spotted, but only 2 of these have sought interviews and 1 of them was rejected.

## 2. PROMOTIONS

Quality Increases During 1964 a total of 250 quality increases were approved. They were distributed as follows:

| <u>GRADE</u> | <u>DCI</u> | <u>DD/S&amp;T</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>TOTALS</u> |
|--------------|------------|-------------------|-------------|-------------|-------------|---------------|
| GS-16        |            |                   | 1           | 2           |             | 3             |
| GS-15        | 2          | 1                 | 1           | 3           | 2           | 9             |
| GS-14        |            | 4                 | 6           | 3           | 9           | 22            |
| GS-13        |            | 6                 | 10          | 8           | 20          | 44            |
| GS-12        |            | 2                 | 9           | 9           | 16          | 36            |
| GS-11        |            | 2                 | 11          | 1           | 14          | 28            |
| GS-10        |            |                   | 2           | 1           | 1           | 4             |
| GS-9         | 2          |                   | 5           | 6           | 8           | 21            |
| GS-8         | 2          |                   | 3           | 3           | 6           | 14            |
| GS-7         | 1          | 3                 | 7           | 16          | 10          | 37            |
| GS-6         |            | 1                 | 10          | 1           | 5           | 17            |
| GS-5         | 2          |                   | 4           | 2           | 7           | 15            |
| TOTALS       | 9          | 19                | 69          | 55          | 98          | 250           |

Comparable data for 1963 are not available since QSI's were first authorized in February of that year. However, a comparison of the number granted in FY '64 (377) with those given in CY '64 (250) makes it clear that the approval rate has been declining rather substantially in recent months. It might also be noted that individual Career Services varied considerably in their use of quality increases during 1964. Within DD/I, for example, [REDACTED] awarded 28 QSI's and OO/C STATSPEC 16, while NPIC gave none and OCR only 4. Within DD/S, Security gave out 26 and Commo 20 against only 6 for Finance and 8 for OTR.

3. PERSONNEL ADMINISTRATION

PAB to Review Career Selection Process On 19 March the Personnel Advisory Board will consider ways to improve the Agency's career selection process and, particularly, to sharpen the substantive meaning of acceptance into the career service. Among proposals to be discussed are: (1) a separate performance rating program for career-provisional employees, using a different Fitness Report form and different reporting intervals; (2) distinctive legends and colors for personnel forms dealing with provisional employees to "dramatize" their status; and (3) elimination of the 25 year age minimum for careerists.

4. MILITARY AFFAIRS

CIA Reservists Develop New Counterinsurgency Course In 1961 CIA Reservists began the first of a series of special 2-week training courses in counterinsurgency conducted during their annual periods of active duty. The Basic Course in Counterinsurgency developed that year -- as largely a self-taught course with students themselves providing most of the instruction -- was presented for the 16th and last time in October 1964 [REDACTED] A total of 372 Reservists completed this session. 25X1A6a

Counterinsurgency Course II (Advanced), developed in late 1963, has so far been offered 6 times to a total of 132 Reservists. Class #7 with 30 members enrolled is scheduled to begin 15 March.

A third course titled "Intelligence in Counterinsurgency" now in the final stages of preparation -- with lesson plans being prepared and references compiled -- should be ready for its initial offering shortly after 1 July.

5. BENEFITS AND SERVICES

Senior Officials Join Employee Activity Association In preparation for the 15 March EAA membership drive, individual memos went out 25 February from the Executive Director to all supergrades in the Headquarters area soliciting their advance support for the drive. Returns from the memo have been very encouraging. Latest figures (10 March) show that 107 senior officers have submitted applications as "sponsors" and 8 as "patrons."

Barbershop Off to Good Start During February, its first full month of operation, the Headquarters barbershop rang up 1,357 haircuts -- an average of 71 per working day.

Physical Fitness Room to be Open to Women Work is expected to begin 8 March on additional facilities that will make it possible to open the physical fitness room to the Agency's female employees. When the work is completed, Thursday will be "ladies day" in this increasingly popular spot which, incidentally, set a new record of 937 uses during February -- an increase of 71 over January.

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6. AWARDS

Federal Woman's Award Goes to ORR Economist 1 of 6 winners of the 1965 Federal Woman's Award, [REDACTED] Deputy Chief of ORR's International Division, was cited for "outstanding effectiveness in directing international economic research of great significance to the national security" in an impressive ceremony 2 March at the Statler Hilton Hotel.

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Presidential Citations for Economy Achievements 2 CIA employees and 3 Agency components have been awarded Presidential Citations for "significant economy and efficiency achievements during 1964." Using special criteria set by the Civil Service Commission to emphasize the Federal Incentive Awards Program during its 10th anniversary year, the CIA Suggestion Awards Committee selected for Presidential Citation:

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STATSPEC

[REDACTED] Supply Assistant in Logistics  
[REDACTED] Chief of Carrier Maintenance, OL  
The [REDACTED] Section  
The National Photographic Interpretation Center  
The Printing Services Division of OL

Logisticians Submit 35% of Agency Suggestions "Come Alive in '65" and other promotional ideas have certainly paid off in the first 6 months of the Logistics Improvement Program. For during this period, OL members have submitted 63 suggestions (35% of the Agency total) and received \$1,720 in cash awards.

III SPECIAL REPORT

CIA's Honor and Merit Awards program is the subject of this month's Special Report which records the number and type of awards made each year since the program began in 1954, plus the Career Service grouping of recipients.

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